



Environmental Health Officer Application Pack November 2022

Celebrating our diversity





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Environmental Health Officer – F220186

\$84,019 per annum (plus entitlements)

The Position

This is a multifaceted and dynamic role that is responsible for providing assistance to the Principal Environmental Health Officer in performing duties and undertaking actions in relation to the legislation requirements that Environmental Health encompass.

This role is responsible for, but not limited to:

- Coordinating the annual licensing program including issuing invoices, renewal applications, annual licences and taking appropriate action for non-payment of annual licence fees.
- Providing technical advice to members of the public and other stakeholders on various environmental health issues.
- Assessing various health applications and applying appropriate public/environmental health conditions.
- Inspections of food business premises, and other health approved businesses, in accordance with delegated authority, statutory obligations and operational procedures.
- Undertaking food and water sampling including recreational/potable water, aquatic facilities, LHAAC Coordinated Sampling Project and taking appropriate action when required.
- Undertaking assessments of building and development applications to determine compliance with relevant health and environmental legislation, as required by the Principal EHO.
- Liaising with the Events Administration Officer, Community Groups and Event Organisers to ensure public events are conducted safely and in accordance with all relevant legislation.
- Contributing to the development, implementation and evaluation of environmental health programs, projects and services.

The Person

The ideal candidate will have the following skills and experience:

- Substantial progression towards, or a recent graduate of a Bachelor of Science (Environmental Health) or other relevant qualification.
- Understanding of the Food Act 2008, Food Regulations 2009 and knowledge of other relevant legislation, subsidiary legislation, local laws and standards.
- Proven, well-rounded communication skills, which encompass all facets of effective communication.
- Developed organisational, time management, investigative, analytical and problem solving skills.
- Bachelor of Science (Environmental Health) or other qualification, as acceptable to the Chief Executive Officer, and eligibility for appointment as an Authorised Officer in accordance with section 122 (1) of the Food Act 2008 (desirable).
- Knowledge in gathering, recording and reporting information and data (desirable).



- Experience working in an Environmental Health Area (desirable).
- Knowledge of requirements relating to the management of a small community drinking water supply (desirable).

NOTE: Study assistance may be available to the right applicant.

Assistance with securing rental accommodation may be available to the right applicant.

To Apply

Well what are you waiting for? Jump on to www.manjimup.wa.gov.au for all the information about the position and how to apply. You can also find information on the Shire of Manjimup and the benefits of the local community.

To get further information, including the position description, please contact Paula Orr, Human Resources Manager, by phone (08) 9771 7751 or email paula.orr@manjimup.wa.gov.au

Closing Date: 5.00pm Wednesday 30 November 2022

SHIRE OF MANJIMUP INFORMATION

The Noongar people are the Traditional Custodians of the lands on which the Shire of Manjimup is located and there are three Noongar language groups that span this area being the Bibbulmun, Minang and Kaniyang.

The Shire of Manjimup, with an area of 7,028 square kilometres, is the largest shire in the South West region of Western Australia and is part of the Warren Blackwood sub-region. With over 4,000 residents in the urban centre, the town of Manjimup is the most populated town in the Warren Blackwood sub-region.

Within the Shire there are the four main townships of Manjimup (the regional centre), Northcliffe, Pemberton and Walpole, and the six smaller settlements of Deanmill, Jardee, Palgarup, Quinninup, Tone River and Windy Harbour.



Image: The electoral Ward boundaries, towns and localities of the Shire of Manjimup (sourced from Shire of Manjimup)

Manjimup possesses areas of ecological, historical, agricultural, commercial and industrial interest. Within a short drive of the town you can visit the King Jarrah, the Diamond Tree Lookout Tower and the Four Aces. Water attractions include historic Fonty's Pool, the Donnelly River and Glenoran Pool.

Watch this video tour of all our region has to offer:

<https://www.facebook.com/shireofmanjimup/videos/1807679652632922>

WORKING AT THE SHIRE

The Shire of Manjimup employs over 180 employees throughout the region. There are a diverse range of job roles within the Shire that can offer you variety, career progression and professional challenges. And remember, no matter which position you work in, you will be making a direct impact on the wellbeing of visitors, business and residents in our community. Now is an exciting time to join our organisation and be part of the team that is responsible for making our Shire what it is today and what it will be in the future.

Working for the Shire also comes with some added benefits. Some of the benefits available to employees may include:

A comprehensive healthy lifestyle and wellbeing program <ul style="list-style-type: none"> • HIF and HBF private health discounts • Influenza vaccinations • Health seminars and exercise sessions • Executive health assessments • Employee assistance program 	Professional and Personal Development <ul style="list-style-type: none"> • Training and development • Study assistance • Study leave
Flexible Working Arrangements <ul style="list-style-type: none"> • Flexible working hours • Rostered day off • Hour bank 	Financial Reward <ul style="list-style-type: none"> • Superannuation up to 16% • Relocation expenses

Note: The benefits listed above are not available to all employees (i.e. dependent on position and requirements of the job). They are also subject to change. Please contact Human Resources on (08) 9771 7777 for more information.

ORGANISATIONAL VALUES

It is important to ensure that the foundation moving forward is solid and that our development as an organisation has a continuous and justifiable set of underlying themes. This will ensure that our development as an organisation can be based on a culture and a set of beliefs and values that we can all embrace as a team.

Professionalism	We provide competent and effective services and encourage innovation and excellence in our people.
Courtesy	We are polite, approachable and helpful in our dealings with all people.
Integrity	We are honest and trustworthy and make fair and transparent decisions.
Reliability	We deliver services in an efficient and consistent way and honour our commitments.
Proactivity	We actively identify solutions to community issues by being consultative, open-minded, and showing bold leadership.

We expect you already operate in a way which models these values. We will look for evidence of this during the selection process.

HOW TO APPLY

Preparing your Application

Applicants who demonstrate that they meet the requirements for the position, and from their written applications appear to be competitive, will be considered for interview. This decision will be based on the information you provide in your application.

For your application to be considered it **must** include the following information:

1. Covering letter comprising:

A short statement highlighting relevant experience and expertise that relates to the position.

2. Resume (curriculum vitae) comprising:

- Contact Details - Name, address, email and telephone number.
- Your education and training achievements.
- Your work history - including employment dates, details of the duties, performance and your achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

3. A separate statement addressing the selection criteria listed on page 14:

- This is the **most important** part of your application.
- Make sure that each criteria point is addressed separately and the information you provide is clear, concise and relevant, so that the selection panel members can readily assess your suitability for the position.
- It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Only those applicants who best demonstrate they meet the competency requirements will be interviewed.

4. Referees

- The names and contact details of two referees who can comment on work experience that is relevant to this position.

5. Other Documents

- **Only copies** of supporting documents be enclosed with your application.

Applications

The closing date for applications is **5.00pm Wednesday 30 November 2022**

Applications should be sent, marked “Private & Confidential - CEO Manjimup” to:

info@manjimup.wa.gov.au

OR

Andrew Campbell – Chief Executive Officer
Shire of Manjimup
PO Box 1
MANJIMUP WA 6258

In fairness to all applicants, late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify an applicant.

Prior to appointment:

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Confirmation of right to work in Australia
- Academic qualifications check
- Reference checks
- Worker’s Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- NDIS Worker Screening Check
- Compliance with any State Government Directions for COVID-19

The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.

The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.

The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).

Environmental Health Officer

Directorate	Development and Regulation
Department	Environmental Health Services
Reports to	Principal Environmental Health Officer
Direct Reports	Nil
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 6
Primary Location	Shire of Manjimup Administration Office

Vision, Mission & Values

Our Community Vision

- We are a thriving region offering an excellent quality of life that is safe, liveable and welcoming.
- We value and care for our natural environment, which sustains both economic and recreational pursuits.
- Our industries are recognised for their resilience, quality and innovation and for their contribution to the state of Western Australia.
- Our economic diversity provides business and employment opportunities for all.

Our Mission

- The Shire of Manjimup is a professional, effective and helpful organisation with a genuine commitment to facilitating good governance and achieving the community's vision.
- We provide services and facilities, as well as manage legislation and develop policy, and we play a lead role in our Shire being an enjoyable and enviable place to live, work and visit.
- We care about our community – its wellbeing, its prosperity and its sustainable future.

Our Values

- *Professionalism* – We provide competent and effective services and encourage innovation and excellence in our people.
- *Courtesy* – We are polite, approachable and helpful in our dealings with all people.
- *Integrity* – We are honest and trustworthy and make fair and transparent decisions.
- *Reliability* – We deliver services in an efficient and consistent way and honour our commitments.
- *Proactivity* – We actively identify solutions to community issues by being consultative and open-minded, and by showing bold leadership.

Position Benefits

Vehicle	No	Mobile	Yes
Laptop	No	Relocation expenses	No

Position Objectives

- Assist the Principal Environmental Health Officer in performing duties and undertaking actions in relation to the legislative requirements that Environmental Health encompass. Including but not limited to the Health (Miscellaneous Provisions) Act 1911, Food Act 2008, Caravan Parks and Camping Grounds Act 1995 and Local Government Act 1995 and subsidiary legislation as required.

Key Duties and Responsibilities

OPERATIONS

- Assess various health applications and apply appropriate public/environmental health conditions, including but not limited to:
 - Holiday Accommodation
 - Food Premises
 - Events
 - Caravan Parks
 - Lodging Houses
 - Waste Water Disposal
 - Public Buildings
 - Public Swimming Pools
 - Trading activities
- Coordinate the annual licensing program including issuing invoices, renewal applications, annual licences and taking appropriate compliance action for non-payment of annual licence fees.
- Provide technical advice to members of the public and other stakeholders on various environmental health issues.
- Inspection of food business premises in accordance with delegated authority and statutory obligations.
- Inspection of other health approved businesses including lodging houses, caravan parks and camping grounds, public buildings in accordance with statutory obligations and operational procedures.
- Participate in the identification, monitoring and assessment of environmental health risks within the community.
- Respond to customer service requests/complaints and investigate alleged non-compliance with relevant environmental health legislation.
- Health Local Law enforcements.
- Undertake food and water sampling including recreational/potable water, aquatic facilities, LHAAC Coordinated Sampling Project and take appropriate action when required.
- Liaise with the Events Administration Officer, Community Groups and Event Organisers to ensure public events are conducted safely and in accordance with all relevant legislation, including but not limited to food approvals, temporary camping, as required by the Principal EHO.
- Assist the Principal EHO with inspections of public events and gatherings.
- Undertake assessments of building and development applications to determine compliance with relevant health and environmental legislation, as required by the Principal EHO.
- Assist the Principal EHO with the management of the Windy Harbour Drinking Water Supply including:
 - Providing support on implementation of the Drinking Water Quality Management Plan (DWQMP) and Incident Response Protocol (IRP)
 - Coordinating corrective action in accordance with the DWQMP and IRP

- Collection of compliance, operational and event based monitoring samples
- Supporting the Windy Harbour Caretaker to implement suitable remedial actions in the event of a water quality incident
- Providing technical support on maintenance of the water treatment plant equipment
- Maintaining drinking water quality monitoring database for the results of compliance, operational and event based monitoring
- Issuing notifications to Windy Harbour residents and campers on preventive measures associated with drinking water quality
- Process orders and requisitions.
- Contribute to the development, implementation and evaluation of environmental health programs, projects and services.
- Undertake any other duties consistent with the level of this position as required by the Principal EHO.

REPORTING

- Report on applications of waste water to the Department of Health.
- Report on operational duties to the Principal EHO.
- Maintain accurate records and registers.
- Department of Health – Windy Harbour Water Management Plans.
- Reporting on Food Act activities and compliance.
- Assisting the Principal EHO in providing quarterly activity reports to Director of Development and Regulation.

Responsibilities Common to All Employees

Commitment to service delivery

- Seeks, listens to and acts on feedback.
- Works as part of a team, supports the achievement of team goals, co-operates and communicates with colleagues.
- Shows an appreciation for others – their skills and knowledge, their attributes and differences.
- Recognises and understands organisational changes, helps to make improvements happen and shares good practice.
- Makes a positive contribution to the Shire and demonstrates flexibility and resilience.
- Accepts responsibility for own health and wellbeing to perform the role.

Achieve results

- Does what is required from the role, including;
 - Meeting targets
 - Following procedures
 - Working with standards
 - Providing required level and quality of service
 - Maintaining records
 - Contributing fully to all work situations
- Gets the facts right – ensures information is clear and correct.
- Supports colleagues to ensure wider organisational objectives are met and outcomes are achieved resourcefully.

Occupational Safety and Health

- Fulfil requirements of Council's Occupational Safety and Health policy.
- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and following them.
- Participate in training.
- Use equipment properly and report any faults/damage.

- Use personal protective equipment as directed.
- Report hazards and incidents to their Supervisor/Manager.
- Participate in personal return to work plans.

Physical and Environmental Demands

- Office and site based; sitting, walking and bending. Some site work year round where walking on uneven ground, up and down embankments will be required.
- Driving is an essential requirement.
- Use of computers is essential.
- Deals with highly sensitive/conflict situations.

Extent of Authority

Exercise initiative and/or judgement according to procedures/guidelines within the bounds of understanding with the Principal Environmental Health Officer. Operate within the parameters of Council's policies, procedures, relevant guidelines and delegated authority.

Skills, Knowledge, Experience and Qualifications

Skills

- Developed interpersonal and verbal communication, including negotiation and conflict resolution skills.
- Developed written communication skills, including the ability to write reports, business letters and related correspondence.
- Ability to provide technical advice to parties with a non-technical background.
- Developed investigative, analytical and problem solving skills.
- Developed organisational and time management skills.
- Demonstrated ability to work independently and as part of a team.
- Proficient in computer software packages including Microsoft Office.
- Ability to interpret and apply legislation.
- Ability to maintain sensitivity and confidentiality when dealing with issues.

Knowledge

- High level understanding of *Food Act 2008*, Food Regulations 2009 and Australia New Zealand Food Standards Code.
- Knowledge of risk management and HACCP principles to identify hazards, assess and quantify level of risk in food businesses.
- Knowledge of legislation including *Environmental Protection Act 1986*, *Health (Miscellaneous Provisions) Act 1911*, *Public Health Act 2016*, *Caravan Park & Camping Ground Act 1995*, *Local Government Act 1995*, subsidiary legislation and local laws.
- Knowledge of local government land use and building/development processes.
- Knowledge of gathering evidence and court procedures.
- Knowledge of the National Health and Medical Research Council, Australian Drinking Water Guidelines, 2011.
- Knowledge of requirements relating to the management of a small community drinking water supply (desirable).

Experience

- Minimum 2 years' experience working in an Environmental Health Area (desirable).
- Experience in gathering, recording and reporting information and data.
- Experience in the preparation of management reports.

- Experience in conducting and/or participating in meetings.

Qualifications

- Eligibility for appointment as an Authorised Officer in accordance with section 122 (1) of the *Food Act 2008* (desirable).
- Bachelor of Science (Environmental Health) or other qualification, or substantial progression towards that qualification, as acceptable to the Chief Executive Officer (desirable).
- Current "C" class drivers licence.
- National Police Clearance.

Selection Criteria

Essential

1. Substantial progression towards, or a recent graduate of a Bachelor of Science (Environmental Health) or other relevant qualification.
2. Understanding of the Food Act 2008, Food Regulations 2009 and knowledge of other relevant legislation, subsidiary legislation, local laws and standards.
3. Proven, well-rounded communication skills, which encompass all facets of effective communication.
4. Developed organisational, time management, investigative, analytical and problem solving skills.

Desirable

1. Bachelor of Science (Environmental Health) or other qualification, as acceptable to the Chief Executive Officer, and eligibility for appointment as an Authorised Officer in accordance with section 122 (1) of the Food Act 2008.
2. Knowledge in gathering, recording and reporting information and data
3. Experience working in an Environmental Health Area.
4. Knowledge of requirements relating to the management of a small community drinking water supply.